

Prepare for {IELTS}

Describe a piece of software that you use often

You should say:

- What it is
- What you use it for
- How you got to know about it
- And explain why you use it

To be perfectly honest, I'm not entirely sure if the software that I'm going to talk about is classed as a piece of software or an application because I'm not an IT geek, but I know it's not hardware so I'm guessing it is software, anyway I've decided to talk about Microsoft Office.

For as long as I can remember, I've been using a version of Office and, in a nutshell*, it is indispensable. When I got my first PC, many years back, it came with an Office package and I've been utilising it ever since. As you're probably aware, there are various components such as word, excel and powerpoint and the others have slipped my mind*, but actually I don't use any of the other bits of it.

* In a nutshell = to say something in the fewest words possible

* To slip your mind = to forget

Like I said, I mainly use three parts of Office – word for typing documents, excel for producing spreadsheets and powerpoint for presentations. I've been making use of it for years, but sadly I'm no expert and really I should go on a course to become more proficient. I'm just so snowed under with work that I struggle to get my work done so I don't have time to learn how to use it better. I know I should because if I became more IT/computer literate, then I would probably be able to get my work done more quickly.

With word and powerpoint, I'm an average user, but I'm pretty hopeless when it comes to excel. I wish I could use it better so I really should find time or make time to do a course. It would save me time in the long run because I waste hours trying to figure out how to do stuff in it. Mind you, despite being a satisfactory user of it at best, I couldn't live without it.

PART 3

Will instant messaging replace email?

My gut reaction is **no**, but who knows, it is hard to predict the future.

My reasoning for saying **no** is that with emails, you can attach documents, images etc, oh, **having said that though**, you can do that with messaging.

All the same, emails are more **formal** than messages and in certain situations, a bit of **formality** is **a must**.

For example, if you were contacting your boss on a weekend about **a work matter**, then an instant message might feel a bit **intrusive***.



*To be/feel **intrusive** = Something that is intrusive disturbs your mood or your life in a way you do not like

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